



American Embassy Banjul Vacancy Announcement

SUBJECT:
SUPPLY CLERK

DATE:
07/03/2009 - 07/17/2009

JOB VACANCY ANNOUNCEMENT

The U.S. Embassy/Banjul is seeking an experienced individual with the required work permit for employment in country for the position of a **Supply Clerk** in the Supply Section of the General Services Office. Under the direct supervision of the Storekeeper and the General Services Officer, the incumbent is responsible for issuing expendable supplies and the operation of a complex automated Stock Control inventory program for expendable supplies.

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

Education: Completion of secondary school is required.

Experience: One and one half years of supply related experience is required. Experience in handling supply functions is required.

Language: Level III (good working knowledge) English reading, writing and speaking ability is required.

Knowledge: Must have a good working knowledge of supply instructions and procedures. Must have good working knowledge of maintenance and building functions to effectively conduct supply operation. Must have good knowledge of computer programs, e.g., Microsoft word, excel, access, Microsoft outlook, Internet, etc.

Abilities/Skills: Must be able to perform moderately arduous work, including heavy-lifting. Must be able to operate different types of materials-handling equipments. Must be able to read and understand product labeling of stocks. Must also have a valid driver's license.

TO APPLY:

Interested candidates for this position should submit the following:

- Application for Employment (OF-612) - available at the Embassy
- A current resume
- Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

Interested applicants should collect and submit a completed employment application form (OF-612) to the Embassy's Human Resources Office no later than Friday, July 17, 2009.

Please note that only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).